

FVTD Secure FTP Site Guide

For valued customers and vendors of Fox Valley Tool & Die.

If you would like a way to privately and securely exchange documents with Fox Valley Tool & Die, Inc., you must first obtain a username and password. In order to obtain login credentials, we ask you to submit your request via email at fvtd@fvtd.com. Upon receipt, we will review your request and, if approved, send you the information.

If you should experience any problems with this site, please notify our Systems Administrators at the following numbers:

1-920-766-9455 or toll free: 1-888-585-3883

Kerry @ Ext. 136 or Matt @ Ext. 163

Once approved, you will receive a Welcome email from fvtd@fvtd.com



**FOX VALLEY
TOOL & DIE**

Dear Kerry Diedrich,

Welcome to the FVTD FTP Cloud. You are receiving this message because your team administrator has created an account for you. We also take a few moments to review what this means for you by briefly discussing the following benefits:

- A Home Directory in the Cloud
- Anywhere Access to your Local and Published Folders (shared workspace)

Login Information

Before we discuss the benefits, here is your account information:

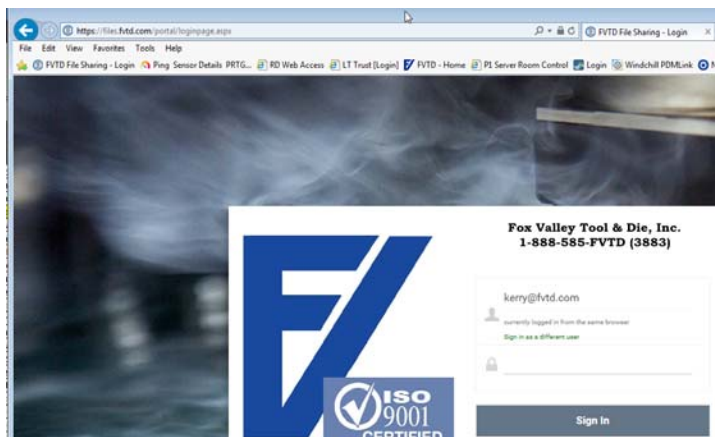
- Username: kerry@fvtd.com
- Password: djQuKcIq

(You can change the above password after you sign in.)

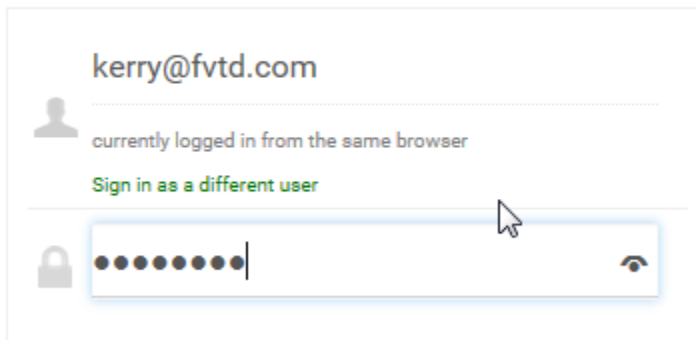
Accessing Your Storage

The browser based file explorer can be accessed here. (<https://files.fvtd.com/portal/loginpage.aspx>)

Use this log in information to log into: <https://files.fvtd.com/portal/loginpage.aspx>

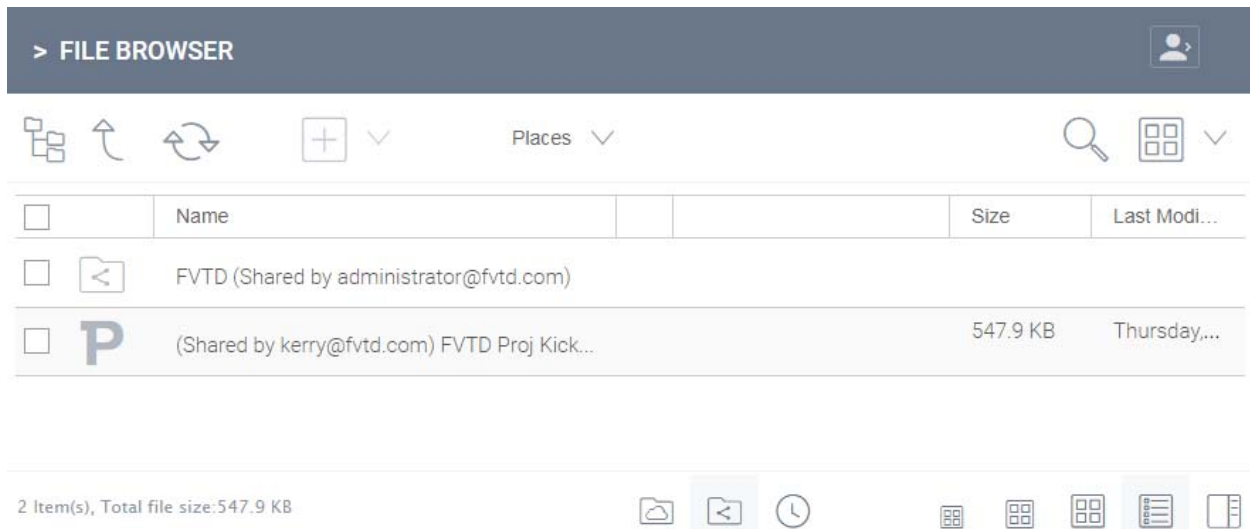


Enter Log in credentials that were supplied in Welcome email.

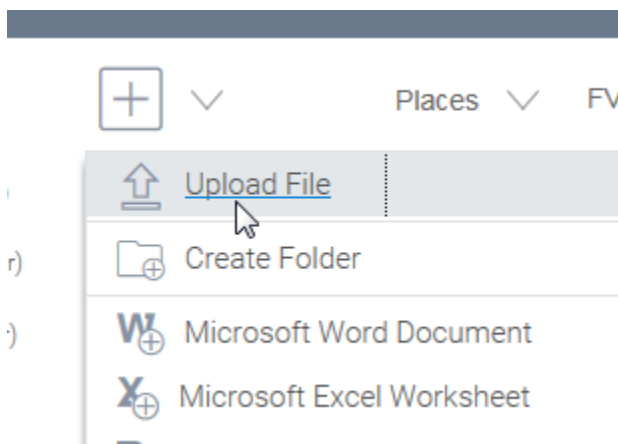


After logging in you may be asked to change your password. Pick something secure but easy to remember.

You will see a listing of files and folders that have been shared to you. Click the folder to open it.



To Upload files or create a folder Select the **+** button and pick either Upload file, or Create Folder



When uploading files, Select files you want to upload

